

ARCHDIOCESE OF CHICAGO

TRANSFIGURATION PARISH

POSITION DESCRIPTION

Title: Parish Secretary (PS)
Status: Full time, Non-Exempt, Benefits Eligible
Reports to: Pastor and/or Business Manager
Direct Subordinates: NONE **STARTING DATE:** 6/1/2023
HOURS: M thru F 9am – 5 pm

A Vision of this Ministry and Basic Functions:

The Parish Secretary (PS) should have extensive knowledge of Catholic Church Operations and a respect for the Catholic Faith and Doctrine.

- Serving as a kind of HUB for the communications network of the parish. **The PS must** possess good communication skills —both written and verbal— while representing the parish in the best way possible.
- Naturally, the Parish Secretary (PS) should have excellent verbal communication skills. Active listening and great customer service skills are also a must. A talented PS can connect callers and walk-ins with the right employee, as well as handle basic parishioner service problems and requests adeptly.
- Being in direct contact with parishioners, visitors, and future employees, newly joined families, and ministers, the PS needs to make a good first impression. The person in this position must have a professional appearance and attitude.
- Interpersonal aplomb: the PS should be able to collaborate easily with Pastor and the rest of the employees, can give and receive criticism gracefully, and rise above petty office politics. Soft skills like friendliness and likability are especially important for this position.
- Publicly support and promote the Pastor's initiatives and decisions regarding the mission and operations of the Parish.
- Provide secretarial and general office support for the Parish Staff and to the Pastor and Parish Office.
- The ability to keep confidentiality (and the discernment to know what must be kept confidential) is essential for the person in this position.

- A certain flexibility of schedule is necessary for this position depending upon the needs of the parish.
- Since computers and internet usage are essential to this position, a decent knowledge of these is needed. We are not assuming an expertise in every aspect of computer and internet usage; training will be provided as needed.

General Secretarial Duties:

1. *Attend a **monthly** staff meeting, type, and distribute minutes and compile monthly reports for distribution.
2. The **PS** organizes and maintains the Master Schedule for the use of the Parish Facilities.
3. The **PS** coordinates the activity calendar between the Parish, Ministries and School.
4. *Initial contact for new parishioner registration and maintain the New Parishioner Folders.
5. *Process new parishioners census forms, prepare registration cards and update/maintain Parish Data Systems and envelope company master list.
6. Submit the Annual OPCY Audit.
7. Submit the Parish Profile Report.
8. Annual updates of Parish Directory.
9. *Assist in the preparation for meetings, retreats, trips, and conferences.
10. *Answer phone calls and properly transfer them to the right staff personnel, fulfill visitor needs and accept deliveries.
11. *Receive and greet walk-ins and appointments.
12. *Provide signs for the front entrance and for meetings in the parish office.
13. *Prepares special mailings and other projects as needed.
14. *Every Friday pick up bulletins and mail a bulletin to parishioners that have requested them.
15. *To ensure that the Parish social media and online posts are up to date, free of mistakes and viewed by as many readers as possible, the **PS** must perform a plethora of tasks.

Sacraments and Sacramentals:

1. *Arrange and schedule baptisms, weddings, funerals, anniversaries, and any other sacramental celebrations such as quinceañeras, 3 Old Presentations, etc. for families, being sure to take the proper information.

2. *Maintain and provide the list/materials/equipment for baptismal preparation.
3. *Send court documents after a wedding takes place.
4. *Prepare the Parish Prayer list each week.
5. *Prepare the daily mass intentions and place the list on the Altar.
6. *Schedule and record mass intentions.
7. *Receive and record stipends for any celebration.
8. *Take information for house blessings and direct it to the clergy.
9. *Schedule home blessings, wedding anniversaries and sacramental celebrations.
10. *Maintain an electronic list of Baptisms, Weddings, Quinceañera, Three Years Old Presentations.
11. *Write the Novena Letter for the dead to give the family at the Funeral Mass or service.

Church Records:

1. Under the direction of the Pastor, ***the PS** keeps the Sacramental Recording and follow up —within and outside the Parish.
 - Baptisms (a total of 85 baptisms yearly approximately)
 - First Communion (a total of 95 First Communions yearly approximately) in coordination with the Transfiguration School of Religion Office.
 - Confirmation (a total of 110 Confirmations yearly approximately) in coordination with the Transfiguration School of Religion Office.
 - Marriage (a total of 10 marriages yearly)
 - Membership and
 - Death records (a total of 45 deaths yearly approximately)
2. ***The PS** maintains the above information and changes address information in the computer membership database system.
3. ***The PS** is responsible to prepare the certificates of Baptism and Marriage prior to the celebration of the reception of the Sacrament.
 - Average of 2 to 3 Baptismal Certificates per week
 - Average of 1 to 2 Marriage Certificates per month
4. ***The PS** is responsible to prepare the certificate of Baptism with the proper notations for Couples preparing their wedding, Men and Women going into Holy Orders or Religious Profession.
5. ***The PS** is responsible for some annual reports.
 - Collect information from a number of sources.
 - Prepare the sheet for January, July, April, and October Mass Count reports and place them in the USHERS' ROOM.

Parish Calendar and Church's Facilities:

1. ***The PS** organizes and maintains the Master Schedule for the use of the Parish Facilities.
2. ***The PS** coordinates the activity calendar between the Parish, Ministries and School.
3. ***The PS** acts as the initial contact for Scheduling Sacraments, prepares the basic documentations for Sacrament Celebrations or Services and properly:
 - Organizes the Baptismal Preparation Schedule.
 - Coordinates the Weddings and Funeral meetings/appointments between the families and clergy, The Director of Liturgy and Bereavement Ministers.
 - Schedules appointments for Annulments

Other Duties:

1. *Computer and copier troubleshooting and resolution.
2. *Telephone service and system troubleshooting, maintenance, and resolution.
3. *Assist with training of new employees – office procedures, phones, etc.
4. Provide ministry support and assist with social functions.

Education Required:

High school graduate and/or formal secretarial training

Experience Preferred:

- Previous experience in performing clerical and church administrative duties.
- Five years direct secretarial experience in a fast-paced environment.

Experience Required:

- Minimum of three years of related office experience or equivalent combination of formal education and related work experience.

Competencies and Skills Required:

- Capable of working in an organized and systematic way toward achievement of a purpose or a vision.

- Act professionally in all duties and realize the confidentiality of the position.
- Communication – Teamwork
- Multitasking...
- Prioritizing...
- Organization...
- Technical skills...
- Interpersonal skills...
- Initiative and problem-solving abilities...
- Dependability – Accountability
- Working knowledge of Microsoft ® Software.

Competencies and Skills Preferred:

- The PS should be able to effectively communicate written and orally in English and Spanish.
- And all the above-listed competencies and skills required.

* Denotes essential functions of this position, in conjunction with the American with Disabilities Act.